

# CINCINNATI POLICE DEPARTMENT



## STAFF NOTES

*Colonel Thomas H. Streicher, Jr., Police Chief*  
*January 28, 2003*

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <a href="#"><u>USE OF FORCE CASE JACKET</u></a>	PLANNING SECTION
2. <a href="#"><u>COMPUTER TRAINING REQUESTS</u></a>	TRAINING SECTION
3. <a href="#"><u>COURT HOLIDAY - PRESIDENT'S DAY</u></a>	RECORDS SECTION
4. <a href="#"><u>MOUND STREET PARKING LOT</u></a>	CITY MANAGER'S OFFICE
5. <a href="#"><u>FIRST ANNUAL HERO'S CUP</u></a>	PUBLIC INFORMATION OFFICE
6. <a href="#"><u>OHIO POLICE AND FIRE GAMES</u></a>	PUBLIC INFORMATION OFFICE
7. <a href="#"><u>THANK YOU LETTER</u></a>	CHIEF'S OFFICE
8. <a href="#"><u>COMMENDATIONS</u></a>	CHIEF'S OFFICE

**1. USE OF FORCE CASE JACKET**

To ensure all Use of Force reports and materials stay together and are routed appropriately, all Use of Force reports, attachments, tapes, photographs etc. will be placed in the Use of Force Case Jacket.

The Use of Force Case Jacket will consist of a 10" x 13", 28 lb. Kraft Clasp Envelope and a 4" x 6" Multi Purpose label. The envelope is from High Mark, item number P297BK in the Boise catalog. The jacket label is an Avery A55454, 4" x 6" Multi Purpose label also available in the Boise catalog. Districts/Sections/Units will need to order the above envelopes and labels on a Form 630, they are not available on the Form 10 from City Stores.

The label is set up as a Microsoft Excel template. It will be available on all computers in the same manner as other forms. The label can be completed on the computer or a typewriter. To print the labels, open the Excel application, select "New" and click on the Use of Force Jacket Label template. Type in the appropriate information or print blank labels that can be completed manually or with a typewriter. Load the labels into the printer and print the required number.

The following wording will be added to Procedure 12.545, Use of Force, in section K. 6: "Place all reports, attachments and other documentation in the Use of Force Case Jacket with the routing label attached and forward to the District/Section/Unit commander."

**2. COMPUTER TRAINING REQUESTS**

The Police Academy will begin conducting in-house computer training at the Spinney Field Complex. Classes will be held from 0800-1600 each day in the Academy's computer lab. Listed below is the current course schedule for February. Interested personnel should prepare a Form 17 addressed to Mr. Theodore J. Schoch, Police Academy Director and submit it through the chain of command by February 7, 2003. Include on the form:

1. Name, rank/title, assignment, email address(i.e. FirstName.LastName@rcc.org), day phone and fax number;
2. Title and date of the course being requested;
3. A brief statement of how the training will help you perform your duties.

**DATE**

**CLASS**

02/18/03

Word 97 Introduction

02/20/03

Excel 97 Introduction

02/25/03

Word 97 Intermediate

02/27/03

Excel 97 Intermediate

Upon receipt of all training requests, the Police Academy will send confirmations with training dates and times to all individuals approved for training. Questions may be directed to P.O. James Weithofer at 357-7551.

**3. COURT HOLIDAY - PRESIDENT'S DAY**

On Monday, February 17, 2003, the Hamilton County Municipal Court will celebrate President's Day. Room A will be open in the a.m. only, all other courtrooms will be closed.

Police officers are reminded not to issue citations of any type requiring a court appearance on this date.

**4. MOUND STREET PARKING LOT**

The Mound Street parking is reserved for the following:

- Volunteers: Individuals working in City Hall or Centennial Plaza on a volunteer basis.
- Remote City Employees: City employees not assigned to City Hall or Centennial Plaza but who must travel to City Hall to attend meetings.
- Members of Boards, Commissions and Task Forces
- Media and Union Representatives: Those who attend City Hall functions.
- Visitors: Individuals authorized by the Superintendent or the Office of the City Manager.

Permits issued by the Superintendent of Parking or the Office of the City Manager are intended to assist employees and volunteers in the performance of their assigned duties. Such permits do not remove the obligation of an employee from purchasing a permit to park their private vehicle. Misuse of the permits may result in revocation of parking privileges, citation and/or towing of unauthorized vehicles.

**5. FIRST ANNUAL HERO'S CUP**

The Northern Kentucky University men's and women's cross-country teams cordially invite members from our Department to participate in the First Annual Hero's Cup. The First Annual Hero's Cup will become an integral part of the Valentine's Run which is February 16, 2003. The Hero's Cup will be a special competitive division of the race involving five person teams from police, firefighters and military personnel. [Attached](#) is a brochure containing pertinent information about the race.

**6. OHIO POLICE AND FIRE GAMES**

The Trumbull County police and fire agencies are the proud sponsors for the 26<sup>th</sup> annual Police and Fire Games. The 2003 games will be held in Trumbull County June 15<sup>th</sup> through June 20<sup>th</sup>. The purpose is to promote physical fitness and competition within the law enforcement and fire-fighting community. All sworn federal, state, county, township and municipal law enforcement officers and firefighters, male and female, active or retired, are eligible to participate. Each competitor must be a sworn or retired law enforcement peace officer or firefighter and have completed 180 days of service prior to the first day of competition. For more information check the official website for the games, [www.ohiopoliceandfiregames.com](http://www.ohiopoliceandfiregames.com).

**7. THANK YOU LETTER**

[Attached](#) to these Staff Notes is a thank you letter from Teri Neu, Community Relations Director. The letter shows her appreciation for the professionalism and courtesy displayed by Officer Brendon Rock, District 1, during a ride along.

**COMMENDATIONS FOR THE WEEK OF 01/21/03-01/28/03**

**DISTRICT FOUR**

**POLICE OFFICER ANGELA SMALLWOOD**

On December 8, 2002, Officer Angela Smallwood was on routine patrol when she was flagged down by Mr. Custard and informed that an armed man had just robbed the United Dairy Farmers Store at 3030 Burnet Avenue. Mr. Custard then pointed in the direction of a subject walking across Martin Luther King Drive and stated he was the person who committed the offense. The individual fled as Officer Smallwood approached in her vehicle. She exited her vehicle and caught up to him after a short foot chase. Officer Smallwood was able to remove a weapon from him and call for assistance over the radio as he continued to resist arrest. She maintained control of him until responding officers assisted her in handcuffing the suspect. Officer Smallwood is deserving of this commendation for her dedication to duty, observation, and tactical skills that resulted in the arrest of Othel Turner. Officer Smallwood's actions led to the removal of a violent felon from the streets and recovery of stolen property.

**DETECTIVE ROBERT HEINLEIN**

**DETECTIVE WILLIAM HILBERT**

**CRIMINAL INVESTIGATION SECTION**

On April 15, 2002, Sara Ridder was found shot to death inside her Westwood home. Sara Ridder's brutal murder was compounded by the fact that her small children were inside the apartment when she was killed. Police Detectives Robert Heinlein and William Hilbert responded to the scene and were immediately assigned as the lead detectives. The detectives quickly determined that there were no witnesses and the crime scene would yield minimal evidence. The officers' investigation, which began with so little information ended eight months later with the arrests of William David Boyles and Michael Neely. The investigation required hundreds of hours of interviews, background work and coordination with prosecutors. As a result of their outstanding investigative skills, they were successful in the apprehension of the two subjects charged in connection with Ms. Ridder's murder and the recovery of the murder weapon. These officers are deserving of this commendation for their dedication to duty, teamwork, and tenacity which resulted in the arrest of two dangerous felons.

VALENTINE'S

2-MILE RUN



*Labor of Love*

Sunday February 16, 2003

*Funny Contests,  
Great Music,  
The Best Awards,  
&  
D'ya gots it!*

## Ranked Cincinnati's 5<sup>th</sup> Best Race!

1. Flying Die Marathon
2. Heart Mini Marathon
3. Perseus Run
4. Thanksgiving Day Race
5. Valentine's Run
6. Twilight River Run
7. Run Like Hell
8. Jingle Bell Run
9. Frostbite 5 Mile
10. Red Brick Run



P.O. Box 8961  
Cincinnati, OH 45208-0961

SUNDAY, FEBRUARY 16<sup>TH</sup>, 2003 @ NOON

**EVENT:** Valentine's Labor of Love 2 Mile  
**CONTESTS:** Kissing, Eating and Costume Contests.  
**DATE:** Sunday, February 16<sup>th</sup>, 2003  
**TIME:** 12 Noon (You can go to church at night.)  
**PLACE:** Northern KY University  
**DIRECTIONS:** 471 ends at 27, go straight through light. Turn right at second light (NKU). Take first left, then first right.

**COURSE:** 2 miles course beginning at Regent's Hall.  
**FACILITIES:** Restrooms and showers available.  
**PRE-REGISTRATION:** Monday, February 10<sup>th</sup>, 2003.  
**RESULTS:** Will be on-line at [www.rcgc.net](http://www.rcgc.net)  
**PACKET PICK-UP:** Running Spot, Friday 1<sup>st</sup> & Sat. 15<sup>th</sup>.

**AWARDS:** Will be given in the categories listed below.  
Individual Awards: Overall Top 5 Men, Top 5 Women, Top 3 Males and Females 15 and Under and 45 and Over, Youngest Runner and Oldest Runner Awards. Couples need to do nothing extra at this point; they will turn their place cards in together, same with teams.  
Couples Awards: Top 3 Couples (by combined age), Greek God & Goddess, Top Team, Top Married Couple, and Top Couples in each Combined Age: 34 or less, 35-44, 45-54, 55-64, 65-74, 75-84, 85-94, 95-104, and 105+.  
Organization teams: Teams consist of five members. Lowest total score wins. NKU Cross Country team will not be included in team event.

INFO: Call Mike @ 859-491-0461 or  
[MMOYER@RCGC.NET](mailto:MMOYER@RCGC.NET)  
Register on-line at: [www.rcgc.net](http://www.rcgc.net).

### Top 10 Reasons to run the Valentine's Run

10. It's cheaper than a Flying Die.
9. We've got more heart.
8. "No woman no cry."
7. Love is better than Turkey.
6. Can you say Kissing Contest?
5. Free Pizza, no Diver!
4. Sunday, noon, need I say more?
3. No bells to cut your shoelaces.
2. No one's ever left with Frostbite.
1. Mues are better than Bricks!

Please print legibly or register online: [www.rcgc.net](http://www.rcgc.net)

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Sex: M \_\_\_ F \_\_\_ Age (2/16/03): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_  
Emergency Contact: (\_\_\_\_) \_\_\_\_\_  
Name: \_\_\_\_\_

Pre-registration PLUS Race T-shirt: \$17.00  
Circle Shirt Size: XXL | XL | L | M | S

Pre-registration (T-shirt not included): \$12.00  
Race day registration (T-shirt not included): \$15.00  
Make checks payable to:

Runners' Club of Greater Cincinnati  
Mail to: Runners' Club, Attn: Valentine's Run,  
P.O. Box 8761, Cincinnati, OH 45208

**WAIVER OF LIABILITY AND STATEMENT OF FITNESS**  
In consideration of acceptance of this entry and permission to run the Valentine's Labor of Love 2 Mile, I hereby waive and give up for myself, my heirs, agents, assigns, representatives, and family members, any and all claims against the Runners' Club of Greater Cincinnati, Northern Kentucky University (including its representatives), the state of KY, and its subdivisions, Campbell County, and its subdivisions, any and all sponsors and against any person associated with the Valentine's Labor of Love 2 Mile, which may directly or indirectly result from my participation in said run. I further state that I am in proper physical condition to run or walk a 2 mile distance, and that I am 18 years of age, or older, or if younger than 18, that my parents or legal guardians have approved my participation in this event by cosigning this waiver. I am aware of the effects of the cold northern Kentucky climate in February. I also give my permission to Northern Kentucky University to use any photographs, of video or other recordings of me that are made during the course of this event.

Signature: \_\_\_\_\_  
Parent Signature (if under 18): \_\_\_\_\_



Neil F. Tilow  
*President*

January 9, 2003

Mr. Richard L. Janke  
Assistant Police Chief  
City of Cincinnati Police Division  
310 Ezzard Charles Drive  
Cincinnati, Ohio 45214

Dear Rick:

I apologize for the delay in writing this letter but wanted to thank you for coordinating the ride along program for our Leadership Cincinnati class. It was a great experience for me.

I had the opportunity to observe Officer Brendon Rock in District I on Friday, November 29<sup>th</sup>. I wanted to tell you that I appreciated his enthusiasm and respect for his job and the courteous way he communicated with the people we came in contact with that night. Officer Rock was more than willing to share his experiences with me. He answered all my questions and although I am sure he has answered them many times, he never made me feel that way. I gained a lot of respect for Officer Rock and hope to be a better advocate for the work that you do now that I have had this opportunity.

Again, thanks to all of you who were involved in the planning and implementation of the program for our class.

Best,

Teri Nau  
Community Relations Director  
Leadership Cincinnati Class XXVI